

Agency
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# Safety Management System

## Safety Action Request

<b>Caller Information</b>					
Taken Via <input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> On-Site <input type="checkbox"/> Radio <input type="checkbox"/> Fax <input type="checkbox"/> Other			Request Date		Request Time
Caller Type <input type="checkbox"/> Citizen <input type="checkbox"/> School District <input type="checkbox"/> Other Dept. <input type="checkbox"/> Council/Mgmt. <input type="checkbox"/> Public Works <input type="checkbox"/> Other			Received By		
Name (Last, First)			Address		
City		State	Zip Code	Home Phone	Work Phone

<b>Service Request Information</b>					
Street Address		Name or Number		Milepost	Cross Street
Direction From	Distance in Ft.	Other Location Data		GPS Coordinates	
				N	W
Request Description				Diagram	
Request Referred To		Date Referred	Time Referred		

<b>Service Findings and Action</b>		
Request Type		Date Received
Initial Investigation By		Investigation Date
Findings/Action Taken		Investigation Time

<b>Contact Log</b>			
Mode	Date	Time	Comments and by Whom

Mode: **P** = Phone    **I** = In Person    **N** = Note    **U** = Unable to Contact

<b>Request Type Codes</b>			
<b>G - General</b> <b>GA</b> - Abandoned Vehicle <b>GC</b> - Spill Cleanup <b>GD</b> - Drainage <b>GL</b> - Landscape Related <b>GP</b> - Sidewalk/Path <b>GS</b> - Snow/Ice <b>GU</b> - Utility Related <b>GV</b> - Illegal Use of R/W	<b>T - Traffic</b> <b>TD</b> - Debris on Roadway <b>TF</b> - Speed Limit <b>TI</b> - Dangerous Intersection <b>TL</b> - Signals <b>TP</b> - Pavement Markings <b>TS</b> - Sight Distance <b>TT</b> - Traffic Sign	<b>D - Damage/Condition</b> <b>DA</b> - Spray Application <b>DF</b> - Flooding <b>DG</b> - Guardrail Damage <b>DH</b> - Pothole <b>DM</b> - Shoulder Maintenance <b>DR</b> - Pavement Condition <b>DS</b> - Washout/ Slide <b>DW</b> - Lid Missing (CB, MH)	<b>I - Information</b> <b>IC</b> - Construction Inquiry <b>ID</b> - Roadside Object <b>IM</b> - Maintenance Inquiry <b>IN</b> - Request for Information <b>IT</b> - Trash/Litter on Rdwy <b>IX</b> - Misc. Requests